

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
DIVISION OF MARIKINA CITY



BIDS AND AWARDS COMMITTEE

Request For Quotation (RFQ)

Date: **February 1, 2018**
Quotation No. **DepED-18-NCR-RFQ-025**

To all Eligible Bidders:

- I. Please quote your lowest price appraisal inclusive of VAT on the "**SUPPLY and DELIVERY OF MATERIALS FOR THE COMPLETION OF REPAIR OF CEILING @ AVR 2, 4th FLOOR, DIVISION OFFICE**". This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than February 5, 2018 at 10:00AM. Opening of QUOTATION will be on the same date at 10:15 AM.** For more information please call the BAC Secretariat at Telephone No. (02) 682-39-89.


ELISA O. CERVEZA
BAC Chairperson

- II. **APPROVED BUDGET OF THE CONTRACT:**
III. **SUMMARY OF WORKS**

Php **81,500.00**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	SUPPLY and DELIVERY OF MATERIALS FOR THE COMPLETION OF REPAIR OF CEILING @ AVR 2, 4 th FLOOR, DIVISION OFFICE <small>(see attached Detailed Estimate / Description and schedule)</small>	1 lot		
GRAND TOTAL:				

This is to submit our price quotations in the above indicated item subject to the terms and conditions of this RFQ.

Bidder's Company Name:		TIN:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Supplier's Authorized Representative's Signature over Printed Name:		Date:	

IV. Terms and Conditions

A. Submission of Requirements

1. Sealed quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at DepED Division of Marikina City, Shoe Ave., Sta. Elena, Marikina City through the Records Section.
2. Contractor/Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. G-EPS / PhilGeps Registration Certificate
 - c. Filled up Detailed Estimate

V. Instructions

1. This Quotation and the Bidder's written acceptance will constitute a binding Contract between Procuring Entity and Bidder. The Procuring Entity is not bound to accept the Lowest or any Quotation received without the accompanying requirements stated above.
2. Quotation shall remain valid for a period of not less than Thirty (30) calendar days after the deadline date specified for submission.
3. Quotation must be equal or lower than the Approved Budget of the Contract of the Implementing unit. The price quoted by the Supplier / Bidder shall be fixed for the duration of the bid validity and the contract.
4. Supplier / Bidder shall pick-up the contract issued in its favour within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Bidder. Thereafter, if the Contract remains unclaimed, the Contract shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting Bidders shall be precluded from proposing or submitting substitute quotation(s) or item(s).
5. Supplier / Bidder shall be paid by the amount reflected in its quotation by the Department of Education Division of Marikina City through the Cashier's Office after the completion of the project. Progress billing is allowed upon delivery of at least 20% of the contract amount.
6. Supplier / Bidder who accepted a contract but failed to deliver the items within the time called for in the contract shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.

VI. Award

1. The Procuring Entity will award the contract to the supplier / bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation.
2. The Procuring Entity reserves the right to accept or reject any quotation and to cancel the process of competition at any time prior to the award of the Contract based on valid, reasonable, and justifiable grounds as provided for in the Revised IRR of RA9184.
3. The Supplier / Bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation.

VII. Delivery, Inspection and Acceptance

1. Delivery of Goods shall be made within Fifteen (15) calendar days from date of receipt of the Notice to Proceed subject to amendments as the need arises.
2. Goods shall be delivered to **the Supply Office, Ground flr. Division Office Bldg. Shoe Ave. Sta. Elena, Marikina City**. An inspection and acceptance report shall be issued by the Division Inspection Committee.

